## Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240019-9

## Memorandum

CAS 64-2457

: Chief, Logistics Service Division/OL

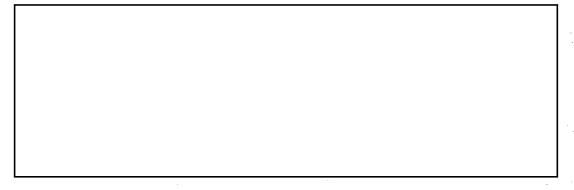
DATE: 21 October 1964

FROM : Chief, Administration Staff, OC

SUBJECT: Request for Secure Area (Survey)

1. It is requested that Room 2CO4 Headquarters Building be surveyed for the possibility of being utilized as a secure area as outlined below.

The work performed in this office requires the use of a number of classified charts. As there are only two people assigned to this room, with no secretary, it is necessary to completely secure each time that both have to leave the office. The most desirable solution to this problem is for the area to be secured so that the classified charts could remain in position at all times, with no attendant required. The second but less desirable solution would be to prepare the room so that the classified charts could be left out during normal work hours with no attendant, and returned to the room safe at the end of each work day.



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Approved News Release 2005/145421 ic@HAGRDB70-062431-R000500240019-9 UNCLASSIFIED CONFIDENTIAL SECRET CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP TO NAME AND ADDRESS DATE INITIALS Room 604 2 1016 16 th Street C/LSD/OL Room **2**E**-24** Headquarters Building 5 6 **ACTION** DIRECT REPLY PREPARE REPLY **APPROVAL** DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: #1 Please forward to #3. 1 to 3: I approve this request from a Records Management viewpoint for the following reasons: This room will be used to accomodate personnel moving from a secure area in Quarters Eye and their

present equipment (13 - 5 drawer file cabinets) is compatible with security requirements for a secure area. It is possible that in the future consideration be given to the use of shelf files in lieu of cabinets.

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FROM: NAME, ADDRES	S AND PHONE NO.	DATE
C/PhySD/OS UNCLASSIFIED	CONFIDENTIAL	SECRET

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